MEETING NOTICE AND AGENDA

ACTIVE TRANSPORTATION WORKING GROUP
The Active Transportation Working Group may take action on any item appearing on this agenda.

Thursday, November 10, 2016
10 a.m. to 12 noon
SANDAG, Board Room
401 B Street, Suite 800
San Diego, CA 92101

Please take the elevator to the 8th floor to access the meeting room.

Staff Contact: Stephan Vance
(619) 699-1924
stephan.vance@sandag.org

AGENDA HIGHLIGHTS

• REGIONAL COMPLETE STREETS POLICY IMPLEMENTATION
• REGIONAL BICYCLE NETWORK LOCAL CONNECTIONS
• ACTIVE TRANSPORTATION PROJECT EVALUATION AND MONITORING PROGRAM

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To access the meeting room please arrive on the 8th floor.
## ACTIVE TRANSPORTATION WORKING GROUP  
Thursday, November 10, 2016

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<th>ITEM NO.</th>
<th>RECOMMENDATION</th>
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<td>1.</td>
<td>INTRODUCTIONS</td>
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<td>2.</td>
<td>PUBLIC COMMENTS AND COMMUNICATIONS</td>
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<td>Members of the public shall have the opportunity to address the Active Transportation Working Group (ATWG) on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a “Request to Speak” form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to working group members. Public speakers are limited to three minutes or less per person. ATWG members also may provide information and announcements under this agenda item.</td>
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<td>+3.</td>
<td>APPROVAL OF MEETING MINUTES</td>
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<td>The ATWG is asked to review and approve the minutes from its December 10, 2015, meeting.</td>
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<td>+4.</td>
<td>REGIONAL COMPLETE STREETS POLICY IMPLEMENTATION</td>
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<td>(Carolina Ilic and Danielle Kochman)</td>
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<td>SANDAG has begun implementing the Regional Complete Streets Policy that was a commitment from the Regional Transportation Plan. Initial activities have included development of a project initiation checklist and a Complete Streets web page that includes links to Complete Streets development resources. This report provides a summary of work on Complete Streets accomplished to date and on future activities.</td>
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<td>5.</td>
<td>Caltrans DISTRICT 11 UPDATE (Seth Cutter, Caltrans)</td>
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<td>Caltrans staff will provide an update on active transportation projects the District is developing, and discuss the new District 11 Bicyclist and Pedestrian Advisory Group.</td>
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<td>6.</td>
<td>iCommute UPDATE - 2017 BIKE MONTH MINI GRANT PROGRAM</td>
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<td>(Jay Faught)</td>
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<td>The iCommute 2017 Bike Month Mini Grant Program application period will open in December. In support of National Bike Month and Bike to Work 2017, the SANDAG iCommute Program will award grants of up to $3,000 to local government agencies, community-based, and nonprofit organizations for programs or projects that educate and encourage bicycling as a viable transportation choice. A total of $30,000 in grant funding is available.</td>
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7. **REGIONAL BICYCLE NETWORK LOCAL CONNECTIONS (Christine Eary) DISCUSSION**

SANDAG is compiling data on local bike and pedestrian projects that connect to the Regional Bicycle Network. Staff will seek updates from ATWG members regarding local projects that have been recently completed or are in the planning phases. Staff also will discuss efforts to collect Geo IS data on local bike projects.

8. **REGIONAL BIKE EARLY ACTION PROGRAM STATUS REPORT (Chris Kluth) INFORMATION**

The working group will be updated on the status of the Regional Bike Early Action projects under development.

9. **ACTIVE TRANSPORTATION PROJECT EVALUATION AND MONITORING PROGRAM (Christine Eary) INFORMATION**

Staff has been developing an active transportation project evaluation and monitoring program for the region. Staff will provide an overview of the program, and discuss options under consideration for the Regional Bike Counter Network System.

10. **NATIONAL CONFERENCE REPORTS INFORMATION**

A number of Active Transportation Working Group members and SANDAG staff were able to attend the Pro Walk, Pro Bike, Pro Place conference in Vancouver, British Columbia or the National Association of City Transportation Officials conference in Seattle, WA this September. This item provides an opportunity to share some of the most interesting things seen or heard at those conferences.

11. **ADJOURNMENT AND NEXT MEETING**

The next meeting date for the ATWG has not yet been determined.
DECEMBER 10, 2015, MEETING MINUTES

The meeting of the Active Transportation Working Group was called to order by Chair Kathleen Ferrier (Circulate San Diego) at 10:12 a.m.

1. INTRODUCTIONS

Self-introductions were conducted.

2. PUBLIC COMMENT AND COMMUNICATION (INFORMATION)

Andy Hanshaw (SD Bike Coalition) informed the board of the annual Holiday Joy Ride on December 10 at 6 p.m. starting in Balboa Park at Panama 66. The bike ride is lit and takes participants throughout Downtown. The 2015 Golden Gear Advocacy Awards also will be presented. The public partner of the year is National City and the advocate of the year is Monique Lopez.

CONSENT

3. APPROVAL OF MEETING MINUTES (APPROVE)

3A – Approval of May 14, 2015, Meeting Minutes.

Action: Upon a motion by Andy Hanshaw (SD Bike Coalition) and a second by Jeff Morgan (Santee), the ATWG approved the meeting minutes from its May 14, 2015, meeting. Yes – Everett Hauser (County of San Diego), Esmerelda White (City of San Diego), Arianna Choza (Caltrans), Craig Williams (Carlsbad), Howard LaGrange (Oceanside), Jon Terwilliger (Del Mar). No – None. Abstain – Mariah VanZerr (Coronado), Kathy Keehan (Air Pollution Control District). Absent – City of El Cajon, City of Lemon Grove, City of Imperial Beach, National City, City of Poway, City of San Marcos, City of Solana Beach, City of Vista, Civic San Diego, Metropolitan Transit System (MTS), North County Transit District (NCTD), Public Health Stakeholders Working Group, and San Diego Department of Education.
Members were asked to review and approve meeting minutes from the October 8, 2015, meeting. Mariah VanZeer (Coronado) suggested a change to Item 8 in the last paragraph from “members said they would contribute funding for the network...” to “members said they would most likely contribute funding for the network...”

**Action:** Upon an action by Mariah VanZerr (Coronado) and a second by Kathy Keehan (Air Pollution Control Board), the ATWG approved meeting minutes, as amended, from its October 8, 2015, meeting. Yes – Everett Hauser (County of San Diego), Esmerelda White (City of San Diego), Arianna Choza (Caltrans), Howard LaGrange (City of Oceanside), Jon Terwilliger (City of Del Mar), Howard LaGrange (City of Oceanside). No – None. Abstain – Craig Williams (City of Carlsbad), Jeff Morgan (City of Santee). Absent: City of El Cajon, City of Lemon Grove, City of Imperial Beach, National City, City of Poway, City of San Marcos, City of Solana Beach, City of Vista, Civic San Diego, MTS, NCTD, Public Health Stakeholders Working Group, and San Diego Department of Education.

**REPORTS**

4. **NOMINATION OF CHAIR/VICE CHAIR**

**Action:** Chris Kluth (SANDAG) asked for nominations for Chair of the working group. On a Motion by Andy Hanshaw (SD Bike Coalition) and a second by Howard LaGrange, Kathleen Ferrier was re-appointed as Chair. Yes – Everett Hauser (County of San Diego), Esmerelda White (City of San Diego), Arianna Choza (Caltrans), Jon Terwilliger (City of Del Mar), Mariah VanZerr (City of Coronado), Jeff Morgan (City of Santee), Craig Williams (City of Carlsbad), Kathy Keehan (Air Pollution Control Board). Abstain – None. No – None. Absent – City of El Cajon, City of Lemon Grove, City of Imperial Beach, National City, City of Poway, City of San Marcos, City of Solana Beach, City of Vista, Civic San Diego, Metropolitan Transit System, North County Transit District, Public Health Stakeholders Working Group, and San Diego Department of Education.

**Action:** Chair Ferrier asked for nominations for Vice Chair of the working group. Upon a motion from Kathy Keehan and a second was made. Everett Hauser was reappointed as Vice Chair of the Active Transportation Working Group. Yes – Esmerelda White (City of San Diego), Arianna Choza (Caltrans), Jon Terwilliger (City of Del Mar), Mariah VanZerr (City of Coronado), Jeff Morgan (City of Santee), Craig Williams (City of Carlsbad), Andy Hanshaw (SD Bike Coalition), Howard LaGrange (City of Oceanside). Abstain- none. No – None. Absent – City of El Cajon, City of Lemon Grove, City of Imperial Beach, National City, City of Poway, City of San Marcos, City of Solana Beach, City of Vista, Civic San Diego, Metropolitan Transit System, North County Transit District, Public Health Stakeholders Working Group, and San Diego Department of Education.

5. **iCommute UPDATE (INFORMATION)**

Antoinette Meier updated the working group on iCommute’s Rideshare campaign that took place in October. Sixty-nine employers participated in San Diego which is the largest participation on record and 50,000 qualifying trips were logged. Over 1.5 million vehicle miles were reduced and this was an 86 percent increase from last year.
Ms. Meier discussed the new mini-grant program that was launched in the spring of 2015. It had 17 successful applicants. She also mentioned the free education courses provided to schools through the SD Bike Coalition at no cost. Twenty-three schools are registered and more can still apply.

Ms. Meier introduced the GO by BIKE mini-grant program to the working group, which has $30,000 available for projects that educate and encourage bicycling as a viable transportation choice. She noted that there is up to $3,000 available in funding per project and the applications are being accepted through January 22. The applications will be accepted until the deadline and the applications will be evaluated and ranked all at once. Winners will be notified no later than February 19, and the projects must be implemented between April 1 and June 15.

Ms. Meier also informed the working group that SANDAG received a grant from the California Air and Resource board to expand car share into Logan Heights and Barrio Logan communities. SANDAG partnered with the City of San Diego and Car2Go to expand the existing range of the fleet of 400 shared electric vehicles.

Jon Terwilliger (City of Del Mar) asked for the increase in the fleet volume. Ms. Meier noted that there was no increase in the fleet volume only an expansion of the service area. Chair Ferrier asked if City Heights was an eligible community and Ms. Meier informed her that it was not. Ms. Meier noted that the state is expanding their criteria for the grant and the next round will hopefully include more eligible communities.

6. REGIONAL ACTIVE TRANSPORTATION PROGRAM FUNDING RECOMMENDATIONS

Jenny Russo (SANDAG) updated the working group members on the Active Transportation Program (ATP) funding with regard to the current cycle and future cycles. The ATP is a competitive funding program under the authority of the California Transportation Commission (CTC), and administered by Caltrans for active modes of transportation. It’s been an annual program but will switch over to its intended schedule of every other year after the third cycle in 2016. For Cycle 2 there was $359 million in the program which was divided into two pots for state-wide selection and region-wide selection. There were four projects from the San Diego region approved from the statewide selection which led to $15 million in funding for our region. These projects were for the City of Encinitas, National City, San Diego, and SANDAG. Ms. Russo noted that she is in charge of the program to keep it as neutral as possible since SANDAG is allowed to apply for its own funding. There were five projects from the region-wide selection that were recommended for funding; Urban Core of San Diego, City of Vista, City of Carlsbad, City of La Mesa, and SANDAG. Ms. Russo noted that two projects will receive TransNet funding through a funding swap. Those projects were from the Cities of Vista and Carlsbad. Ms. Russo noted that the CTC delayed the approval until January for the projects. Ms. Russo informed the working group that there is a list of the rankings in the October 23, Board of Directors meeting if anyone was interested in seeing how the projects fell with scoring.

Ms. Russo stated that Cycle 3 of the ATP funding should open sometime in March but the amount of funding is still unknown. Ms. Russo noted that CTC usually releases the information in January and that the amount is expected to be a bit less than what has been seen in the past two cycles.
Mr. Terwilliger from Del Mar asked if there were any funds from the recently approved federal transportation budget that would be earmarked for these efforts. Ms. Russo responded that she is unsure because it depends how the money flows through the CTC.

Kathy Keehan (Air Pollution Control Board) asked if the projects will be all infrastructure projects in Cycle 3 or if there will be program-related projects as well. Ms. Russo responded that as far as SANDAG is aware, they are still going to keep a capital and a non-capital program. Ms. Russo noted that much of the application is difficult to fill out for non-capital projects and she welcomed any feedback regarding the issue that she will pass on. Ms. Keehan asked if the money similar to the Car Share Project would be rolled together with the active transportation money. Ms. Russo responded that that is still unknown.

Howard LaGrange (City of Oceanside) reiterated Ms. Keenan’s point about increasing funding for education (non-capital) programs as being crucial. Ms. Russo said she would pass this on.

Mr. Kluth thanked Jenny for her work with a complicated and difficult program. Chair Ferrier supported Mr. Kluth’s statement and commented that if the program will change to every other year and SANDAG’s Active Transportation Grant Program will continue then the state would be every even year and SANDAG’s would be every odd year. Ms. Russo responded that this is still undecided but noted that the two programs will most likely not occur at the same time as they did this year. Chair Ferrier noted that there was about $23 million won for the region which is an achievement. Chair Ferrier also reiterated Howards comment that more educational funding is needed.

7. SAN DIEGO FORWARD: THE REGIONAL PLAN, INCLUDING ITS SUSTAINABLE COMMUNITIES STRATEGY AND ENVIRONMENTAL IMPACT REPORT

Laurie Gartrell (SANDAG) informed the working group members about the approval of the San Diego Forward: The Regional Plan (Regional Plan) and its Environmental Impact Report (EIR), which was approved by the SANDAG Board of Directors unanimously on October 9, 2015. The Regional Plan provides over $200 billion in more transportation choices, protects our environment and promotes economic prosperity and job growth. Ms. Gartrell thanked the members of the working group and their staff for their contributions to the Regional Plan. She also encouraged members to visit the plans web page (SDForward.com) for updates on project implementation and some of the short term actions.

Vice Chair Hauser asked if the working group could get an update on the Active Transportation Enhancement 2 of the model used in the last cycle of ATP. Ms. Gartrell supported this suggestion.

8. REGIONAL BICYCLE PLAN EARLY ACTION PROGRAM: STATUS UPDATE

Chris Carterette (SANDAG) gave an update on three of his projects from the Early Action Plan. Mr. Carterette first updated the working group on the Rose Creek Bikeway Project which will connect the end of the Rose Creek Bike Path at Mission Bay Drive up to the Rose Canyon Bikeway. He noted that the bikeway will fill a two-mile gap in the network and will create over five miles of continuous Class 1 and protected bike infrastructure. Mr. Carterette mentioned that the Draft Mitigated Negative Declaration is set to be released next Tuesday for the project and construction may break ground next fall. The project is under the Mid-Coast Transit Constructor (MCTC) Project
and will be constructed alongside the Trolley Project. Mr. Carterette also shared some plans and
cross-sections for the project.

Mr. Carterette next shared an update on the Encinitas Coastal Rail Trail Project 39C which stretches
from Chesterfield to E Street. The project has both vocal opposition and support and Mr. Carterette
noted that the project is at about 30 percent design. The plan is for the project to be a Class 1
facility on the east side of the railroad tracks. Mr. Carterette showed a few renderings of the project
and noted the change to parallel parking on the bluff side to make room for the Class 1 facility.
Mr. Carterette also mentioned a controversial aspect of the project which is the fence running along
the side of the path that will be required by the railroad.

Mr. Terwilliger asked what the timing for the project was and Mr. Carterette said he is hoping to
have a draft EIR by summer of 2016 but that hinges on the next design process. He noted that the
project, if all stays on track, should be in construction by late 2017.

Ms. Keehan asked about access to this project from the north and south ends. Mr. Carterette
informed the working group that it is undetermined at this time how far north the project can
reach. He also noted that the last 40 feet of the project are now a part of a different project.

Mr. LaGrange asked if there was any further discussion of a bridge at the old rail line. Mr.
Carterette noted that he has looked at the project multiple times and noted that it’s an
extremely expensive proposition due to the coastal commission retained area and it being mainly
wetland, making it a difficult regulatory area.

Vice Chair Hauser asked if the path could hang off the side of the rail bridge and Mr. Carterette
noted that that may be too much of a safety concern.

Ms. Keehan asked how the project relates to Interstate 5 (I-5) widening bike and pedestrian
improvements. Mr. Carterette noted that this is not a Caltrans project but 39A, B, and C were all
included in the public works plan for the north coast corridor.

A member of the public asked if anything is being done south of Chesterfield. Mr. Carterette said
that SANDAG is not working south of Chesterfield Drive. He also noted that it may be helpful to put
sharrows in and Chris noted that he would mention it to the City since it is out of his purview.

Mr. Carterette shared the last bikeway with the working group which was Pershing Bikeway. The
project will start by Landis Street and come down Pershing Drive, reducing Pershing to a two-way
roadway with everything else used for bike and pedestrian facilities. Mr. Carterette informed the
working group that the first community workshop for the project will be on January 20 at 6 p.m. in
the Great Room at the Balboa Park Golf Course. Mr. Carterette showed some preliminary plans for
the bikeway to the working group.

Mr. LaGrange noted that the real issue with the Encinitas project is the fence and through talking
with NCTD they have every intention to fence it. Mr. LaGrange asked if there has been any
discussion to fence it now to get rid of the issue. Mr. Carterette noted that he has not asked and
SANDAG doesn’t plan to ask NCTD about the fence. Mr. LaGrange noted that the opposition is due
to the fence not the trail.
Matt Benjamin and Nathan Schmidt (Fehr and Peers) presented an overview of the Interstate 8 (I-8) Corridor Study to the working group. Mr. Benjamin explained that they were asked to look at and develop a series of high level design concepts for locations that were a priority for active transportation. Mr. Benjamin noted that these designs are not final design concepts and none of the projects have funding but they can be revisited in the future when funds become available. He also noted that the designs will be sent out to all the members of the working group and any comments will be stored with the concept for future access.

Mr. Schmidt showed recommended improvements for the intersection of Nimitz Boulevard and West Point Loma Boulevard which included the removal of free right turn lanes and replacing them with active transportation improvements. The concept also improves access to transit.

The second project Mr. Schmidt showed was the concept for the Old Town Transit Station. This concept included a two-way protected cycle track along Taylor Street improving access to the station. Mr. Schmidt noted that this improves connections to the Pacific Highway which is a future location of the Coastal Rail Trail and the Uptown Bikeway.

Mr. Schmidt next shared the concept for Hotel Circle which incorporated a reconfiguration of ramps and a two-way cycle track along hotel circle that would connect to the San Diego River Trail.

Mr. Schmidt showed proposals for two other locations, one at San Diego Mission Road and Fairmount Avenue and the other at Fairmount Avenue and Montezuma Road. The Mission Road proposal would improve the connection from the Grantville Transit Center and the Montezuma Road proposal would provide a conflict free crossing over Montezuma Road.

John Holloway (KTU+A) asked if Fairmount Drive and I-8 was being addressed. Mr. Schmidt responded affirmatively. Ms. Keehan asked if they were looking at the interchange of Morena Boulevard and I-8 and Mr. Schmidt said yes but it would be expensive and hard to build. Mr. Morgan asked if there was a web page with these concepts and Mr. Kluth responded that a link will be sent out to all the members. Mr. Kluth also noted that the concepts will be going to the Transportation Committee this month.

Mr. Hanshaw asked if Rosecrans was looked at. Mr. Schmidt noted that it was. Mr. Hanshaw reiterated the importance of Rosecrans for connections to transit. Ms. Keehan asked if Fehr Peers has met with the City of San Diego at all. Mr. Benjamin noted that they had met multiple times with both the City of San Diego and Caltrans. Chair Ferrier asked if these concepts would be able to go into further design from these plans. Mr. Benjamin said he thinks that they would be able to but more location specific plans may be needed. Chair Ferrier also asked about the Nimitz concept and the curb extensions. Mr. Schmidt noted that they would be extensions of the curb and help to slow the turning speeds at the corner. Chair Ferrier asked if the travel lanes at Old Town Transit center would need to be narrowed for the bike implementation and Mr. Schmidt answered affirmatively.

A member of the public commented that the turns are truck routes and the curb corners need to be looked at for the Nimitz plan. He also noted the number of projects that are being undergone in the Mission Valley area and wanted to ensure communication with the community planners would occur.
9. ADJOURNMENT

Chair Ferrier adjourned the meeting at 11:35 a.m. The next meeting date for the ATWG has not yet been determined.
REGIONAL COMPLETE STREETS POLICY
IMPLEMENTATION: STATUS REPORT

Introduction

In December 2014, the Board of Directors adopted a Regional Complete Streets Policy\(^1\) (Policy). The Policy was incorporated into San Diego Forward: The Regional Plan upon adoption in October 2015.

The Policy (Attachment 1) recognizes that the SANDAG planning framework is based on smart growth and sustainability. Under this framework, much of the region’s future development will occur within the existing urbanized area and in compact, mixed-use neighborhoods that provide a variety of housing and transportation choices, and help create healthier communities. Complete Streets is an important planning concept within this framework because it provides a process to ensure the transportation system is safe, useful, and attractive for all users of the transportation network – motorists, pedestrians, bicyclists, transit users, and the movement of freight.

The Policy includes seven components, including a policy statement, a description of the applicability of the principles, a section on context sensitivity, emphasis on a well-connected transportation network, a list of situations where exceptions to implementation of the policy might be appropriate, a commitment to measuring performance, and a list of actions to be undertaken in collaboration with member agencies and other affected agencies. This report describes the progress made toward implementing the actions included in the Policy.

Discussion

The following matrix lists each action included in the Policy and summarizes the status of implementation efforts. The matrix was presented to the Regional Planning Committee, the Transportation Committee, and at a joint workshop of the Regional Planning Technical Working Group (TWG) and the Cities/County Transportation Advisory Committee (CTAC) in May 2016. Comments from each of the committees and from the two working groups are summarized further below.

\(^1\) The Regional Complete Streets Policy was one of the five commitments made by the SANDAG Board of Directors from the 2050 Regional Transportation Plan and its Sustainable Communities Strategy.
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<td><strong>1. Regional Project Development Checklist:</strong> All projects developed by SANDAG are opportunities to improve access and mobility for all modes. Toward that end, SANDAG will create a project development checklist to ensure all projects implemented by SANDAG consider local mobility plans and accommodate the needs of all travel modes and the movement of goods to the extent appropriate. Use of the checklist will include coordination between departments and consultation with staff for all modes through participation on the project development team.</td>
<td><strong>This action has been completed.</strong> A “Regional Complete Streets Project Development Checklist” has been developed. This checklist, included as Attachment 2, is intended for use by SANDAG staff to coordinate across various departments on addressing complete streets elements when designing regional transportation projects. Developing the checklist involved examining complete streets checklists from around the country. The checklist has three sections, including Existing Conditions, Planning Context, and Project Proposal, that SANDAG project managers are required to complete at the start of the project in the scoping document/feasibility study. The checklist requires review and approval from the SANDAG Department Director.</td>
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<td><strong>2. Regional and Local Coordination and Cost-Sharing Protocol:</strong> Develop a process for coordinating the development of regional projects with local agency Complete Streets initiatives and include in that process a protocol for evaluating cost-sharing opportunities.</td>
<td><strong>This action is underway and is expected to be completed in fall/winter 2016/2017.</strong> SANDAG staff has been working with the region’s planning and community development directors and public works directors (through the TWG and the CTAC) on enhancing awareness of the Complete Streets Policy and exploring mechanisms to further the implementation of complete streets at the regional and local levels. SANDAG has established a Complete Streets web page at sandag.org/CompleteStreets, discussed these concepts at recent TWG and CTAC meetings, and most recently, held a joint TWG/CTAC workshop focused on highlighting best practices and identifying barriers and solutions regarding implementation. With this foundational work in place, next steps include developing a protocol for evaluating cost-sharing opportunities.</td>
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<td><strong>3. Local Project Development Checklist</strong></td>
<td>This action has been completed. A document entitled, “Local Complete Streets Sample Checklist: A Tool for Local Agencies” has been developed and posted to the SANDAG Complete Streets web page. The local sample checklist, included as Attachment 3, can be adapted to meet local planning goals and used on a voluntary basis for local jurisdictions and others to consider complete streets in the development of local transportation projects. Use of the sample checklist is optional, can be adapted to meet specific local agency goals, and is not a requirement for receiving transportation funds administered by SANDAG.</td>
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<td><strong>Template:</strong> Develop a project development checklist template that local agencies can use to ensure local projects result in Complete Streets.</td>
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<td><strong>4. Regional Database and Mapping Tool:</strong></td>
<td>This action will be started fall/winter 2016/2017. Staff will begin working with local jurisdictions, Caltrans, and transit operators to develop a scope for this effort.</td>
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<td>Collaborate with local jurisdictions, Caltrans, and transit operators to develop a regional database and mapping tool to facilitate coordinated development of local and regional Complete Streets plans.</td>
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<td><strong>5. Trainings, Workshops, and Educational Events:</strong> Provide opportunities for SANDAG staff, and staff from member agencies, Caltrans, and transit operators to participate in trainings, workshops, and other educational events related to Complete Streets procedures and practices including, but not limited to, transportation safety, multimodal network planning, context-sensitive design, connecting transportation and land use decisions, and evaluating projects and the impact of transportation investments. This will be an ongoing activity to ensure practitioners are well informed about state-of-the-art practices.</td>
<td>This action has begun, and will be an ongoing activity. SANDAG staff has created a Complete Streets web page at sandag.org/Complete Streets, which contains the Policy, the regional checklist, the local sample checklist, upcoming training workshops, and other resources, including guidance on best practices and innovation in street design. SANDAG also hosts monthly webinars provided by the Association of Pedestrian and Bicycle Professionals, and notifies local agencies through the Active Transportation Working Group. In addition, internal interdepartmental training workshops will be held on an ongoing basis to support enhanced understanding of the Policy and sustain continued commitment to implementation.</td>
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<tr>
<td>Actions</td>
<td>Implementation Status</td>
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<td><strong>6. Tools and Reference Materials:</strong> Develop tools and reference materials as needed, such as guidance on best practices and innovation in street design, parking management strategies, storm water best practices, incorporating bike and pedestrian access to transit stops and stations, traffic impact studies, and public engagement tools. SANDAG will make these tools available to other entities on its website.</td>
<td><strong>This action has begun, and will be an ongoing activity.</strong> In conjunction with CTAC, TWG, and the transit operators, SANDAG continues to identify best practices and innovative resources, which have been added to the Complete Streets web page. As more resources are identified, they will be posted to the web page. Local jurisdictions in the region are pursuing innovative approaches to implement complete streets. SANDAG will continue to highlight these local efforts as examples of best practices that can help inform other local efforts.</td>
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<tr>
<td><strong>7. Related Initiatives:</strong> Continue work on related initiatives that support multimodal connections, including the Safe Routes to School (SR2S) and Safe Routes to Transit programs.</td>
<td><strong>This action has begun, and will be an ongoing activity.</strong> SANDAG staff continues work on related initiatives that support multimodal connections. A SR2S strategic plan and corresponding implementation plan have been developed, and representation from the SR2S Coalition currently exists on the SANDAG Active Transportation Working Group. Safe Routes to Transit programs also have moved forward with the completion of Safe Routes to Transit typology prototypes for San Diego Forward: The Regional Plan. In addition, the Regional Plan incorporates a number of other SANDAG strategies and programs that focus on sustainability, including the Smart Growth Concept Map, the Smart Growth Incentive Program, the Active Transportation Grant Program, the Regional Transit Oriented Development Strategy, the Regional Bike Plan, and the Regional Mobility Hub Implementation Strategy. Implementation of the Regional Bike Plan is underway through the Regional Bike Early Action Program. These efforts serve as the interconnected building blocks for implementing the regional vision and providing more transportation choices.</td>
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### Actions and Implementation Status

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<th>Actions</th>
<th>Implementation Status</th>
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<tr>
<td>8.</td>
<td>Monitoring: Develop a benchmarking process for SANDAG project managers to use as a tool for monitoring implementation of this policy.</td>
<td>This action will be started fall/winter 2016/2017. SANDAG will evaluate the outcomes of the Complete Streets Policy in concert with regional performance measures, such as those developed for the Regional Plan and future long-range transportation plans. According to the Policy, a biennial review of objective measures will be presented to the Transportation Committee for use in evaluating the effectiveness of the Policy. The performance measures are outlined in the Policy.</td>
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<tr>
<td>9.</td>
<td>Report to Board of Directors: Provide a report to the Board of Directors on the implementation of this policy within one year of its adoption.</td>
<td>This action has begun, and will be an ongoing activity. The June 24, 2016, report to the Board of Directors fulfills this action, and implementation reports will continue to be presented as needed.</td>
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### Discussion at the Regional Planning Committee

At its meeting on May 6, 2016, the Regional Planning Committee discussed the implementation of the Regional Complete Streets Policy and suggested that SANDAG consider the following in addition to the implementation actions included in the Policy:

- Provide guidance on how to manage maintenance costs for landscaping (such as tree-trimming, watering, etc.), including how design and recycled water can help minimize these costs.

- Provide guidance or examples of best practices for how to minimize the impacts of project construction on local businesses.

- Consider how landscaping that enhances the pedestrian realm can also serve as a strategy for implementing local climate action plans.

- Survey local jurisdictions about roundabouts in the region.

### Discussion at the Transportation Committee

At its meeting on May 20, 2016, the Transportation Committee provided the following observations and potential future actions for consideration:

- Preserving the ability of transit vehicles to move around effectively on local streets is critical to the operation of the transit system.

- Pedestrian and bike conflicts with transit vehicles are a concern.

- Local jurisdictions are asked to consult the transit operators when planning modifications to local streets and roads to find solutions that work for all users of the streets.
• Transit operators expressed concern with local jurisdictions painting sharrows in transit lanes.

• Local jurisdictions are seeing signs of economic gains on local streets where Complete Streets projects have been implemented, including new and expanding businesses, businesses improving storefronts, more activity on local streets, and visual improvements.

• Landscape maintenance costs are a concern for local jurisdictions. Although many areas handle these costs through maintenance assessment districts, there are limitations. SANDAG may be able to assist through its Legislative Program to seek greater flexibility in program requirements.

• It remains important to keep traffic moving along major travel corridors.

**Feedback from the Joint TWG/CTAC Workshop**

At the joint workshop held on May 5, TWG and CTAC members made the following observations:

• Complete Streets is not a “one-size-fits-all” endeavor. Designs can look different in different communities and can even vary along a single corridor.

• Early and frequent community involvement and City Council support is important when significant changes are being considered.

• The implementation of Complete Streets can be advanced through pilot projects using paint, which is inexpensive and does not require environmental review.

• A suggested strategy is to start in areas where communities want the improvements, and then use the completed examples to build support for additional projects in different areas.

• Communities and decision-makers need to have information regarding the economic benefits of Complete Streets. SANDAG could assist by developing case studies on the financial benefits.

• Experience with Complete Streets projects suggests that there is often roadway capacity that can be repurposed to support a variety of modes. That means that Complete Streets projects do not necessarily have to restrict car traffic.

• The response to Complete Streets projects in the region seems to be positive, though it is reasonable to anticipate that some people will not like that their community has changed.

• To maximize effectiveness, promotion of Complete Streets and technical training efforts should be on-going.

• Complete Streets can benefit communities in a variety of ways, such as attracting private investment and commercial activity, improving storm water systems, improving safety, etc.

• Project involvement should be extended to early and frequent consultation with key stakeholders to identify and understand possible constraints and develop areas of opportunities from planning through implementation.
In June, staff provided additional status reports to the TWG and CTAC, summarizing the input received from both of the policy committees, and solicited feedback to help determine additional priorities given limited resources.

**Next Steps**

SANDAG will continue to work with member agencies, the transit operators, and Caltrans to implement the Regional Complete Streets Policy. Work this year will focus on identifying additional training opportunities for SANDAG and member agency staff, developing a protocol for evaluating cost sharing of regional projects with local agency Complete Streets efforts, developing a scope for a regional database and mapping tool to facilitate coordinated development of local and regional Complete Streets plans, and monitoring and reporting implementation of this Policy. Staff also will work with the TWG and CTAC to address comments raised at the Regional Planning and Transportation Committees, including conducting a survey of roundabouts and traffic circles in the region, pursuing strategies to minimize conflicts between transit and bicyclists, and seeking opportunities to gather information on the economic impacts of street design decisions.

GARY L. GALLEGOS  
Executive Director

Attachments:  
1. Regional Complete Streets Policy  
2. Regional Complete Streets Project Development Checklist  
3. Local Complete Streets Sample Checklist: A Tool for Local Agencies

Key Staff Contacts: Carolina Illic, (619) 699-1989, carolina.illic@sandag.org  
Stephan Vance, (619) 699-1924, stephan.vance@sandag.org
REGIONAL COMPLETE STREETS POLICY

Purpose

The San Diego Association of Governments (SANDAG) guides regional planning via a policy framework based on smart growth and sustainability. Under this framework, much of the region’s future development will occur within the existing urbanized area and in compact, mixed-use neighborhoods that provide a variety of housing and transportation choices, and help create healthier communities. Complete Streets is an important planning concept in this policy framework because it is a process for ensuring the transportation system is safe, useful, and attractive for all users of the transportation network – motorists, pedestrians, bicyclists, transit users, and the movement of freight alike. Complete Streets provides valuable flexibility in street design so that the transportation system is appropriate for the current and planned built environment context.

1. Policy Statement

SANDAG seeks to fulfill the regional goal of a safe, balanced, multimodal transportation system that supports compact and sustainable development by adopting a Complete Streets approach in its project development and implementation processes, and by assisting and encouraging local jurisdictions to follow Complete Streets policies and practices. In this way, everyone will be able to safely travel along and across streets and railways to reach destinations within the region, regardless of age, ability, or mode of travel.

2. Applicability

Applicable principles in this Complete Streets Policy should be incorporated into the development of all SANDAG transportation infrastructure projects¹ across the region at all phases of development, including planning and land use decisions, scoping, design, implementation, and performance monitoring. SANDAG will incorporate Complete Streets principles into the development process for all projects in its Capital Improvement Program as appropriate for the project type.

In addition, SANDAG supports and encourages Complete Streets implementation by other entities throughout the region. Local jurisdictions, as required by the California Complete Streets Act of 2008, will incorporate Complete Streets into their general plans as they revise their circulation elements. SANDAG encourages local agencies to implement Complete Streets principles if a circulation element revision is not planned in the near future. Adopting a Complete Streets approach provides an opportunity to establish more detailed direction on Complete Streets implementation than would be provided in the context of a general plan. SANDAG also encourages and supports Complete Streets methodologies in the design and construction of all projects in the region developed by the California Department of Transportation (Caltrans) as appropriate, consistent with Deputy Directive 64-R1, and in the maintenance and operation of all state highway and public transit facilities.

¹ The policy will apply to all new projects and projects still in the planning phase at the time the policy is adopted.
Section 4(E)(3) of the TransNet Extension Ordinance requires all projects constructed under the Ordinance to routinely accommodate pedestrian and bicyclists. Rule No. 21 of SANDAG Board Policy No. 031 provides guidance for the implementation of that requirement. SANDAG will periodically evaluate the effectiveness of Rule No. 21 to ensure compliance with this provision and to ensure that the rule reflects current best practices in Complete Streets implementation.

3. Design Practices and Context Sensitivity

While every street should be planned, designed, built, operated, and maintained for all foreseeable users, there is no singular design standard for Complete Streets and few streets will have separate accommodations for every mode. Projects should be planned and designed to consider current and planned adjacent land uses and local transportation needs, and to incorporate the latest and best practice design guidance. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for all foreseeable users.

In order to provide context sensitive solutions that respond to public input, and the need to serve a variety of users, a flexible, balanced approach to project design that utilizes innovative design solutions may be considered provided that an adequate level of safety for all users is ensured. SANDAG will compile a library of best practice design guidance to facilitate this and make it available on its website.

SANDAG encourages local governments and Caltrans to coordinate Complete Streets implementation with broader livable communities planning and integration of land use with transportation. SANDAG will coordinate educational opportunities for jurisdictional technical staff on current design standards and will encourage and support the use of modern best practices in Complete Streets design.

4. Regional Network Principles

A well-connected network provides safe and convenient transitions from one mode of transportation to another, from one jurisdiction to another and from one type of infrastructure to another. A well-connected network also provides more route choices that can disperse traffic across the network, provides alternatives when priority is given to a particular mode along one route, and that provides route alternatives when a link in the network is obstructed. SANDAG will endeavor to provide a continuous, uninterrupted network accessible to all users and modes. A well-connected network considers connectivity throughout the lifespan of a transportation project and takes into account the needs of both current and projected users.

5. Exceptions

All transportation projects constructed or reconstructed should be planned, designed, and constructed for all foreseeable users. For some projects, however, an exception to this standard may be warranted. For projects developed by SANDAG, project managers may propose an exception with supporting data to indicate the basis for the request. The request for an exception will be reviewed by the project manager’s department director before inclusion and/or the next update of the project in the Regional Transportation Improvement Program (RTIP).
Exceptions may be appropriate in the following cases:

5.1 Where specific modes of travel are prohibited by law. In such cases, efforts should be made to accommodate travel by prohibited modes elsewhere, as appropriate for each mode, to ensure network connectivity. Where a proposed project for a limited access facility would cross a major barrier (such as a river, railroad, or highway), consideration should be given to the opportunity to include access across the barrier for otherwise limited modes.

5.2 Where the cost of providing facilities for all travelers, especially pedestrians and bicyclists, would be excessively disproportionate to the need or likely use. Federal guidance defines this as exceeding 20 percent of the total project costs; however, this exception also should be context-sensitive. Where demand is high or a barrier is significant, a cost in excess of 20 percent may be warranted, but where demand is low, 20 percent may not. This exception must consider probable use through the life of the project, a minimum of 20 years.

5.3 Where approved or adopted plans or policies (such as local land use, zoning, or mobility planning) or present and anticipated market conditions indicate an absence of need for both current and future conditions of the anticipated project’s life (a minimum of 20 years for roadways and 50 years for bridges).

5.4 Where unmitigable detrimental environmental impacts outweigh the need for full accommodation of all travel modes. In making this determination, the needs of all modes will be considered, with priorities determined based on the project context.

Exceptions that are recommended for approval will be reported to the Transportation Committee through the RTIP process where a member of the public may present opposition to that recommendation during public comment or in writing in advance of the meeting at which the exception recommendation is included. Exceptions should not be common.

All state, regional, and local agency projects included in the SANDAG programming document (known as the Regional Transportation Improvement Program) should be subject to applicable Complete Streets principles. SANDAG encourages each entity submitting projects to the RTIP to implement a process that allows for public participation and comment on whether those projects follow Complete Streets principles.

6. Performance Measures

SANDAG will evaluate the outcomes of this Complete Streets Policy in concert with regional performance measures, such as those developed for the Regional Comprehensive Plan and future long-range transportation plans. The policy will be subject to a biennial review of objective measures presented to the Transportation Committee for the committee to use in evaluating the effectiveness of the policy. These measures and their objectives include:

6.1 An increase in the number of projects that include multimodal connections to destinations by providing bicycle and pedestrian facilities, crossing improvements, traffic calming measures, wayfinding signs or other measures.
6.2 An increase in the miles of new and upgraded bikeways and walkways in the region, and other improvements that improve access for biking, walking, and transit or improve monitoring of those modes.

6.3 An increase in member jurisdictions that have adopted this Complete Streets Policy, or their own separate policies, incorporating Complete Streets principles or that have revised the circulation element of their general plans in compliance with the California Complete Streets Act.

6.4 The number of staff members from SANDAG and local jurisdictions and other transportation agencies participating in training and events that reflect best practices in Complete Streets planning and design.

6.5 Progress in accomplishing activities identified in the “Implementation” section below.

7. Implementation

In addition to the measures described above in this policy, SANDAG will take the following actions in collaboration with member agencies and other affected agencies:

7.1 All projects developed by SANDAG are opportunities to improve access and mobility for all modes. Toward that end, SANDAG will create a project development checklist to ensure all projects implemented by SANDAG consider local mobility plans and accommodate the needs of all travel modes and the movement of goods to the extent appropriate. Use of the checklist will include coordination between departments and consultation with staff for all modes through participation on the project development team. (Estimated time to complete: nine months from adoption of the policy.)

7.2 Develop a process for coordinating the development of regional projects with local agency Complete Streets initiatives and include in that process a protocol for evaluating cost sharing opportunities. (Estimated time to complete: one year.)

7.3 Develop a project development checklist template that local agencies can use to ensure local projects result in Complete Streets. (Estimated time to complete: nine months.)

7.4 Collaborate with local jurisdiction, Caltrans, and transit operators to develop a regional database and mapping tool to facilitate coordinated development of local and regional Complete Streets plans. (Estimated time to complete: one year.)

7.5 Provide opportunities for SANDAG staff, and staff from member agencies, Caltrans, and transit operators to participate in trainings, workshops, and other educational events related to Complete Streets procedures and practices including, but not limited to, transportation safety, multimodal network planning, context-sensitive design, connecting transportation and land use decisions, and evaluating projects and the impact of transportation investments. This will be an ongoing activity to ensure practitioners are well informed about state-of-the-art practices.
7.6 Develop tools and reference materials as needed, such as guidance on best practices and innovation in street design, parking management strategies, storm water best practices, incorporating bicycle and pedestrian access to transit stops and stations, traffic impact studies, and public engagement tools. SANDAG will make these tools available to other entities on its website.

7.7 Continue work on related initiatives that support multimodal connections, including the Safe Routes to School and Safe Routes to Transit programs.

7.8 Develop a benchmarking process for SANDAG project managers to use as a tool for monitoring implementation of this Policy. (Estimated time to complete: 9 months.)

7.9 Provide a report to the Board of Directors on the implementation of this policy within one year of its adoption.
Regional Complete Streets Project Development Checklist

Introduction

On December 19, 2014, the San Diego Association of Governments (SANDAG) Board of Directors adopted a Regional Complete Streets Policy (Policy). The Policy defines Complete Streets as it will be used to guide SANDAG in its role as an implementer of regional transportation projects and as the regional planning agency that programs transportation funds, sets long-range regional transportation policy, and provides technical assistance and support to local agencies. The Board action directed implementation action items such as this project development checklist and others to ensure all projects implemented by SANDAG consider local complete streets initiatives and accommodate the needs of all travel modes. The Policy document is available at: sandag.org/uploads/publicationid/publicationid_1909_18570.pdf

Background and Resources

In 2004, the SANDAG Board of Directors established a Smart Growth Strategy for the region’s future growth and development. The strategy is illustrated on the Smart Growth Concept Map (SGCM), which was first adopted by the Board of Directors in 2006. The SGCM shows the location of existing, planned, and potential smart growth areas as well as planned habitat and open space. Projects located in a smart growth area must support walking and biking access, especially as it relates to transit. The Smart Growth in the San Diego Region (sandag.org/uploads/projectid/projectid_296_13993.pdf) brochure provides descriptions of the seven smart growth place types. More details about the SGCM are available at: sandag.org/resources/smartgrowth/index_gmap.asp

Guidance on applying smart growth principles to transportation projects can be found in Designing for Smart Growth, Creating Great Places in the San Diego Region (sandag.org/index.asp?projectid=344&fuseaction=projects.detail).

Transportation design guidance for Complete Streets is available from a variety of sources including, but not limited to, those listed below:

- *Riding to 2050 (see Chapter 7, Bicycle Design Guidelines)*
  sandag.org/uploads/projectid/projectid_353_10862.pdf

- *Planning and Designing for Pedestrians*
  sandag.org/uploads/publicationid/publicationid_713_3269.pdf

- *Caltrans Highway Design Manual Chapter 1000*

- *NACTO Urban Street Design Guide*
  nacto.org/usdg
Local bicycle and pedestrian plans, safe routes to school plans, and Community Active Transportation strategies should all be consulted where they exist. Contact local jurisdiction planning and engineering departments in the project area to identify local plans.

**Using the Checklist**

There are two occasions for employing the Complete Streets checklists.

1. The Project Initiation Complete Streets Checklist is completed and approved at the start of the project initiation process in the scoping document/feasibility study before the project is added to the Regional Transportation Improvement Program (RTIP).

2. If changing project scope, the Project Amendment Complete Streets Checklist must be completed and approved prior to amending the project in the RTIP. This is necessary because any exceptions to complying with this policy must be reported to the Transportation Committee as part of the RTIP approval process.

If all modes of travel cannot be accommodated in the project consistent with local and regional plans, the checklist requires an explanation of the circumstances that justify that decision. Discuss the issue with your Director to determine if the project should be submitted for review by the SANDAG Active Transportation Working Group. Be sure the project does not preclude design features that could be added in the future if funds become available.

Project Managers preparing the Checklist should consult with planners in the Land Use Coordination section to assist with the planning context and answer any specific questions for clarification.
Project Initiation Complete Streets Checklist

Project Title: ____________________________________________________________

Project Location: _______________________________________________________

Contact Name, Phone, and Email: ___________________________________________

Existing Conditions (To be completed by SANDAG Planning Staff working with Project Manager)

1. What accommodations for people walking or riding bikes exist in the project area? Include accommodations on any existing transportation facility, and any facilities that the project will intersect or cross. See GIS Senior Analyst for any questions.

SANDAG Regional Bike Map: gis1.sandag.org/BikeMap2015/index.html
SANDAG Sidewalk Map: M:\RES\GIS\Sidewalks\SanDiegoSidewalkNetwork_6_17
City of San Diego Sidewalk Inventory: (website available in 2016)
Google Maps: www.google.com/maps

2. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

3. Describe the existing level of pedestrian or bicycle activity along the project corridor based on available data from the Regional Bike Counter Network and/or baseline data collection. See Bike Program Manager for baseline data collection.

Regional Bike Counter Network webpage:
sandag.org/index.asp?classid=34&projectid=496&fuseaction=projects.detail

4. What trip generators (existing and planned) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others? See GIS Senior Analyst for any questions.

Land Use Database Connections: \dc.pila.LIS.ago.sde\lis.GIS.Land\lis.GIS.ludu2014

5. What existing challenges or barriers could the proposed project address for people walking or bicycling in the vicinity of the proposed project?

6. What is the crash history in the project area? If the crash history of the site is high, what proposed project strategies will address public safety?

Transportation Injury Mapping System: tims.berkeley.edu/page.php?page=tools
Planning Context (To be completed by Planning Staff working with Project Manager)

1. Is the project in a Smart Growth Area as defined by the Smart Growth Concept Map? See Land Use Principal Planner for any questions.


2. What local or regional plans will be consulted in the development of the project? (Include bicycle and pedestrian plans, safe routes to school and safe routes to transit plans, community active transportation strategies, streetscape enhancement plans, community plan mobility elements, and other relevant plans provided by local agencies).

   SANDAG Intergovernmental Review Resource List:
   sandag.org/index.asp?classid=12&projectid=379&fuseaction=projects.detail

3. Where the project can contribute to the implementation of local plans, has a local jurisdiction contribution been identified and included in the project budget?

Proposed Project (To be completed by Project Manager)

1. How will the project development process respond to the mobility plans of local agencies?

2. Briefly describe the existing and future travel demand for all modes and how the proposed project will serve that demand.

3. Will the project sever existing access for any modes? If so, describe the circumstances and how the project will mitigate that loss of access. If the lost access cannot be mitigated, explain why not.

4. What accommodations are proposed for people walking or riding bikes in the project design?

5. Will the proposed project remove an existing bicycle or pedestrian facility or block access? If yes, how will that access be restored?

6. If the proposed project would not provide both bicycle and pedestrian accommodation, or if the proposed project would hinder non-motorized access, describe the circumstances that create this constraint.

7. If cost is assumed to be a factor in limiting access for people walking or riding a bike, explain how costs for the walking and biking improvements were allocated, and describe the key cost elements and their costs in relation to the overall project cost.

8. If existing right-of-way is a constraint, has acquisition of additional right-of-way been considered?

9. How will the project development process ensure access for people walking or riding bikes is maintained during project construction?

10. Have all parties responsible for ongoing maintenance of the facility been identified?
**Complete Streets Certification**

This project does/does not accommodate all users as requested by Complete Streets policy.

Completed by: ________________________________________________________________  
Name       Title       Date

Reviewed and approved by: ____________________________________________________  
Name       Title       Date

Department Director

If this project will not meet the needs of all modes of travel that are not prohibited access by law, report this outcome to the Transportation Committee as part of the RTIP approval process with an explanation of the factors that led to that decision.
Project Amendment Complete Streets Checklist

Project Title: ____________________________________________

Project Location: ____________________________________________

Contact Name, Phone, and Email: ____________________________________________

Existing Conditions (To be completed by SANDAG Planning Staff working with Project Manager)

1. If the land use or transportation context for the project changed since project initiation, explain how, and how those changes are affecting the plan, design, and estimated cost. Has observed pedestrian or bicycle activity along in the project area changed since the project was initiated, and if so, by how much? Has the project plan or design been modified to reflect that change? See Bike Program Manager for baseline data collection

Regional Bike Counter Network webpage:

sandag.org/index.asp?classid=34&projectid=496&fuseaction=projects.detail

2. Has the crash history in the project area changed since the initial assessment? If so, how? Does the current project design respond to any changes in the crash history?

Transportation Injury Mapping System: tims.berkeley.edu/page.php?page=tools

Planning Context (To be completed by Planning Staff working with Project Manager)

1. Have any new local or regional plans been completed, or have any existing plans been updated since the project was initiated? (Include bicycle and pedestrian plans, safe routes to school and safe routes to transit plans, community active transportation strategies, streetscape enhancement plans)

2. How does the current proposed project respond to these new plans?

Current Project Proposal (To be completed by Project Manager)

1. Have there been any changes in how the proposed project will accommodate people walking or biking, the movement of private vehicles, transit, or freight? Address access along the project corridor and across it.

2. Has the cost of accommodating any mode changed significantly? (If so, by how much? Dollar amount or percent change.) Will the completed project, as currently proposed, fully accommodate all modes? If not, why not?

3. What is the current estimated cost of including full accommodation for all modes?

4. If the proposed project would not provide both bicycle and pedestrian accommodation, or if the proposed project would hinder non-motorized access, describe the circumstances that cause this.

December 2015
5. If cost is assumed to be a factor in limiting access for people walking or riding a bike, explain the factors that impact the cost, and how those costs were allocated.

6. If existing right-of-way is a constraint, has acquisition of additional right-of-way been considered? If so, what is the estimated cost of that right-of-way?
Complete Streets Certification

This project does/does not accommodate all users as requested by Complete Streets policy.

Completed by: ____________________________

Name Title Date

Reviewed and approved by: ____________________________

Department Director

Name Title Date

If this project will not meet the needs of all modes of travel that are not prohibited access by law, report this outcome to the Transportation Committee as part of the RTIP approval process with an explanation of the factors that led to that decision.
Local Complete Streets Sample Checklist:
A Tool for Local Agencies

Introduction

This Complete Streets Sample Checklist is designed as a tool for local agencies to use in developing their own internal process for evaluating whether new transportation projects plan for and accommodate all modes of travel to the extent warranted. Use of the local sample checklist is optional, can be adapted to meet specific local agency goals, and is not a requirement for receiving any transportation funds administered by SANDAG.

Using the Checklist

The Complete Streets Sample Checklist is a tool that can be used when a transportation project is initiated to ensure that all modes are considered in the initial scoping and budgeting of the project. When evaluating existing and potential facilities for each mode, it is often useful for the project to take a holistic approach and consider the corridor context or surrounding transportation network. Because it may not be necessary or feasible to accommodate all modes in every project, the sample checklist provides a mechanism for exploring the application of complete streets solutions in the broader project area and documenting the circumstances that explain the decision.

Project Initiation Complete Streets Checklist

Project Title: ______________________________________________________________

Project Location: ___________________________________________________________

Project Manager, Phone, and Email: __________________________________________

Existing Conditions

What infrastructure currently exists to support each mode of travel?

☐ Auto          Total number of travel lanes _________
☐ Transit      Route numbers/headways ___________
               Transit stops/amenities ___________
               Transit priority measures ___________
☐ Pedestrian facilities  Sidewalk - width and condition _____
                         Sidewalk - both sides of street? _____
                         Adequate street crossings __________
                         Sidewalk shading / street trees ______
☐ ADA compliant?  Deficiencies __________________________
☐ Bike facility/facilities  Type(s) __________________________
☐ Lighting     Street lighting? ____ Pedestrian lighting? ____
☐ Storm water  __________________________
☐ Auto parking  Number of spaces ________________
☐ Bike parking  Number of spaces ________________

Add details as necessary to describe any infrastructure deficiencies, walking and biking conditions, and/or challenges for transit performance.
What is the existing level of demand to the extent data are available?

- Auto ADT
- Transit Passengers per day by route
- Passengers per day by stop
- Pedestrians*
- Bikes*

* In the absence of existing demand data for bike and pedestrian traffic, document the surrounding land uses that are likely to attract significant traffic by these modes.

What is the safety record over the last five years for the project area?

- Auto-involved crashes
- Pedestrian-involved crashes
- Bicycle-involved crashes
- Pedestrian and bicycle-involved crashes within ¼ mile of transit stops

Coordination with transit agencies

- What existing challenges could the proposed project address for transit routes in the vicinity of the proposed project? What transit priority measures could improve transit performance? (Recommendation: Coordinate with the Metropolitan Transit System [MTS] or North County Transit District [NCTD])

Recommendations:

- Test existing and potential future bus turn movements using “auto-turn” software to accommodate 45-foot coach buses
- Minimize corner bulb-outs that conflict with bus movements; avoid installing bulb-outs on corners with bus stops or with bus turns; consider creating in-lane bus stops as an alternative
- Work with transit operators to assess impacts of roadway capacity reductions to buses
- Work with transit operators to assess impacts of traffic calming measures to buses
- Provide separate travel ways for bike and bus traffic whenever possible
- Ensure 11-foot minimum lane widths for travel lanes used by buses
- Avoid traffic calming measures on bus travel lanes that are incompatible with buses (e.g., speed bumps, speed tables, etc.)
- Coordinate proposed bus stop relocations with MTS/NCTD
- Provide safe path of travel to/from bus stops (adequate sidewalks, crosswalks)
- Ensure vertical/horizontal clearances for buses
- Coordinate with transit operators on need for existing or future transit priority measures such as transit signal priority in future transit-only lanes
**Planning Context**

*Have the following documents been checked for planned facilities?*

- Pedestrian Master Plan
- Bicycle Master Plan
- Community Active Transportation Strategy
- Community Plans and Facility Financing Plans
- Climate Action Plan
- SANDAG Regional Plan (highway, transit, rail, transportation demand management)
- SANDAG Regional Transportation Improvement Program
- SANDAG Regional Bike Plan
- SANDAG Smart Growth Concept Map (to help determine context)
- Pending local development proposals

Briefly describe relevant planned facilities and development proposals. Is there an opportunity to enhance this transportation project beyond existing plans to provide an enhanced walking, biking, or transit experience for future users of this corridor?

**Forecasted travel demand**

- Auto ADT _____ Forecast year ___
- Transit _____ Forecast year ___
- Pedestrian* _____ Forecast Year ___
- Bike* ______ Forecast Year ___

*If forecasts do not exist for future bike and pedestrian traffic, identify significant future land uses or other conditions that would influence demand.

**Proposed Project**

*Will the proposed transportation project adequately and safely accommodate all modes, or are there opportunities to adequately and safely accommodate all modes through the larger project area?*

- Auto
- Auto parking
- Transit
- Pedestrian
- Bike
- Bike parking
- ADA Compliant

For the proposed transportation project: Briefly describe the proposed accommodations or traffic calming measures for each mode and the features that will make the accommodations more friendly to people walking, biking, and using transit including urban greenery such as street trees, buffers from high speed traffic, street lighting, transit stop amenities, transit priority measures, etc.
For any mode not adequately accommodated through the proposed transportation project, describe the constraints or justify the lack of demand. Describe any relevant alternative access.

**Complete Streets Certification**

This project does/does not accommodate all modes of travel as outlined in the [local guiding policy].

Completed by

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Resources

The following documents are useful resources for how to plan and design Complete Streets:

*Smart Growth in the San Diego Region*, a brochure that provides descriptions of the seven smart growth place types and the Smart Growth Concept Map.

*Designing for Smart Growth, Creating Great Places in the San Diego Region*, provides guidance on applying smart growth principles to transportation projects in smart growth areas.

Transportation design guidance for Complete Streets is available from a variety of sources including, but not limited to, those listed below:

- Riding to 2050 (see Chapter 7, Bicycle Design Guidelines)
- Planning and Designing for Pedestrians
- Caltrans Highway Design Manual Chapter 1000
- NACTO Urban Street Design Guide
- NACTO Urban Bikeway Design Guide
- NACTO Transit Street Design Guide
- NCTD Bus Stop Development Handbook
- SANDAG LRT Design Criteria
- Active Transportation Implementation Strategy & Safe Routes to School Typologies

Local bicycle and pedestrian plans, safe routes to school plans, and Community Active Transportation strategies should be consulted where they exist. Contact local jurisdiction planning and engineering departments in the project area to identify local plans, and local transit agencies to identify and collaborate on potential transit priority measures and transit stop amenities.